

**TO:** Workshop Manager

**FROM:** Dan Gier, Director

**RE:** Renewal of Certificate of Authority

On \_\_\_\_\_ the Certificate of Authority for your workshop corporation expires. The annual report is due \_\_\_\_\_, and is delinquent after \_\_\_\_\_. All documents must be in our office before the new Certificate of Authority is issued.

Thank you for your attention to this matter.

NOTE:

The annual report includes:

- Prepared budget for current fiscal year,
- Listing of board members, giving names, addresses, offices held, telephone numbers, and expiration dates of terms of office on board,
- Listing of management and supervisory staff, indicating position, normal work location, and length of service with workshop,
- Signature sheet including board member e-mail addresses (**NOTE: Notarization is no longer necessary**),
- Original, signed Assurance of Compliance form
- Copy of CURRENT Department of Labor 14C US-DOL Commensurate Wage Certificate (if certificate has expired and a new one has been applied for but not received please send documentation that a new certificate has been applied for)
- Audit of previous fiscal year,

Please be sure that your audit clearly identifies the following:

- ✓ Gross Contract Sales
- ✓ Cost of Goods Sold: Material Costs, Direct Labor, Certified Employee Wages, Staff Wages
- ✓ Administrative Wages
- ✓ DESE Income
- ✓ SB-40 Income